



# City of Westminster

8200 Westminster Boulevard, Westminster, CA 92683 714.898.3311  
www.westminster-ca.gov

MARGIE L. RICE  
Mayor

TRI TA  
Mayor Pro Tem

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Council Member

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Council Member

J. MITCHELL WALLER  
City Manager

## PLANNING AND DEVELOPMENT APPLICATION PACKET

Dear customer,

Thank you for making an investment in the City of Westminster. Westminster is committed to providing the highest quality of service to ensure Westminster remains a desirable place to live, work, play and conduct business.

The city especially prides itself on having a customer-friendly development review process. We strive to inform applicants and property owners early on of important development regulations that may dramatically affect project design and cost. Accordingly, we would like to emphasize the implications of **water quality** regulations and **flood damage prevention** measures on your project.

- ♦ **Flood damage prevention.** Before you design your project, make certain you verify the flood zone applicable to your project site. Our staff may provide you this information. If your site is determined to be within a special flood hazard area, it is important you speak with engineering division staff at 714-548-3466, 3465 or 4499 to ensure you design your project according to applicable federal emergency management agency (FEMA) standards. Developing plans without considering flood zone prevention measures could cost you time and money by having to redesign your plans later in the process.
- ♦ **Water quality.** This application packet contains information about water quality management plans (WQMP). Your project may require the preparation of a conceptual WQMP. The information explains the type of project that requires a WQMP and provides contact information for your assistance.

To provide you with the best possible customer service while processing your application, a project manager (case planner) will be assigned as your key point of contact in the city. The project manager is responsible for managing your schedule, scheduling meetings, and providing feedback to you and your design team regarding the various components of your project. In addition, the project manager will facilitate the resolution of key project issues to ensure you get the best possible information and decision from all city departments and divisions in a timely manner.

Your project manager has access to department management and upon your request will coordinate the necessary team meetings and decision-making to keep your project moving. This relationship is an important partnership to ensure good communication and a predictable development process – feel free to contact your project manager at any time.

If you have questions about the develop review process, need help to resolve an issue, or have comments about how we are doing, my Planning Manager, Art Bashmakian, AICP, (714) 548-3484 [abashmakian@westminster-ca.gov](mailto:abashmakian@westminster-ca.gov) is always available to help you.

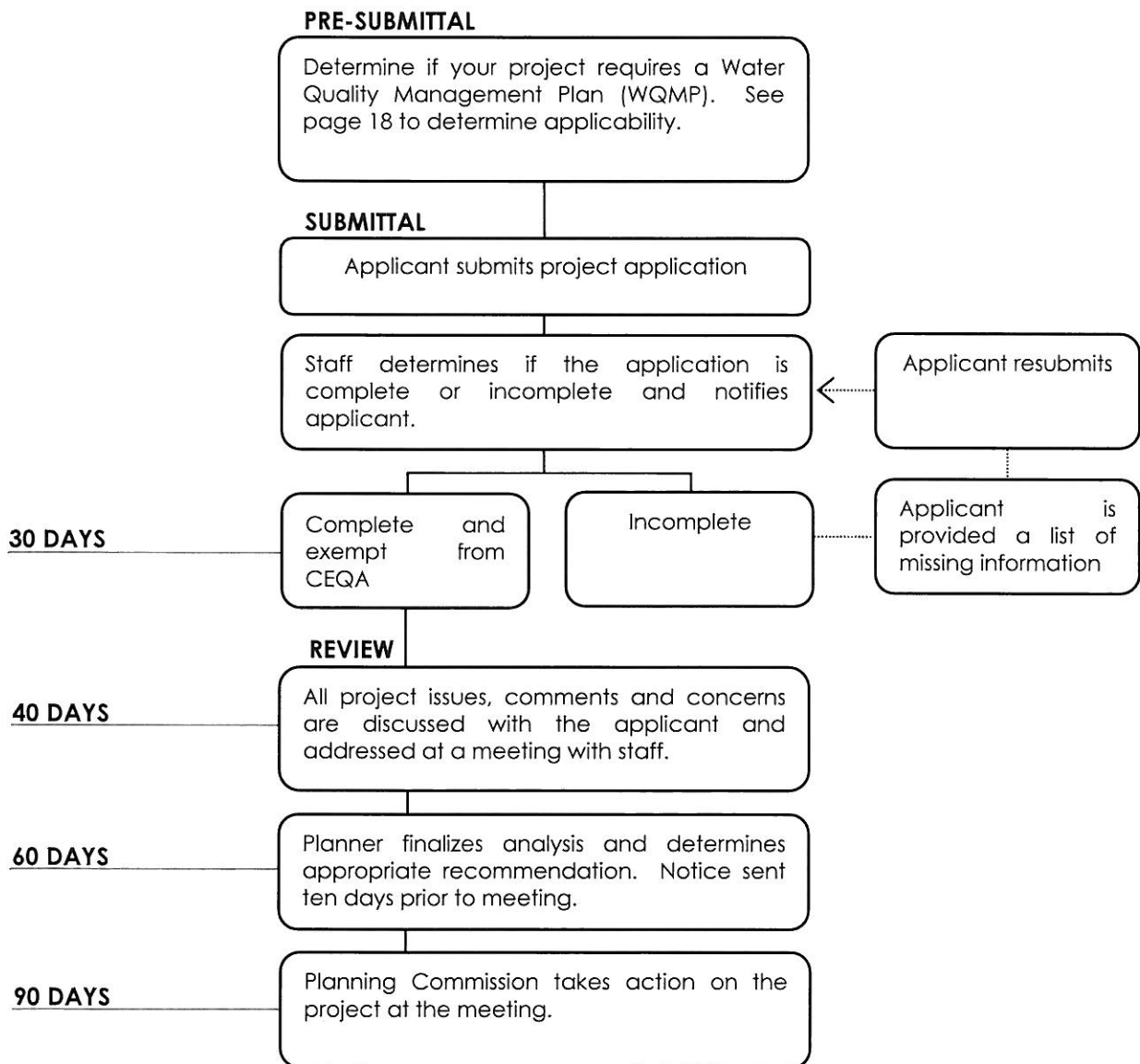
Please take the time to fill out the survey forms that you will receive at the conclusion of the process. Your comments and feedback help us improve the way we do our jobs, particularly our service to customers.

Douglas N. McIsaac  
Community Development Director  
City of Westminster  
web <http://www.westminster-ca.gov/>



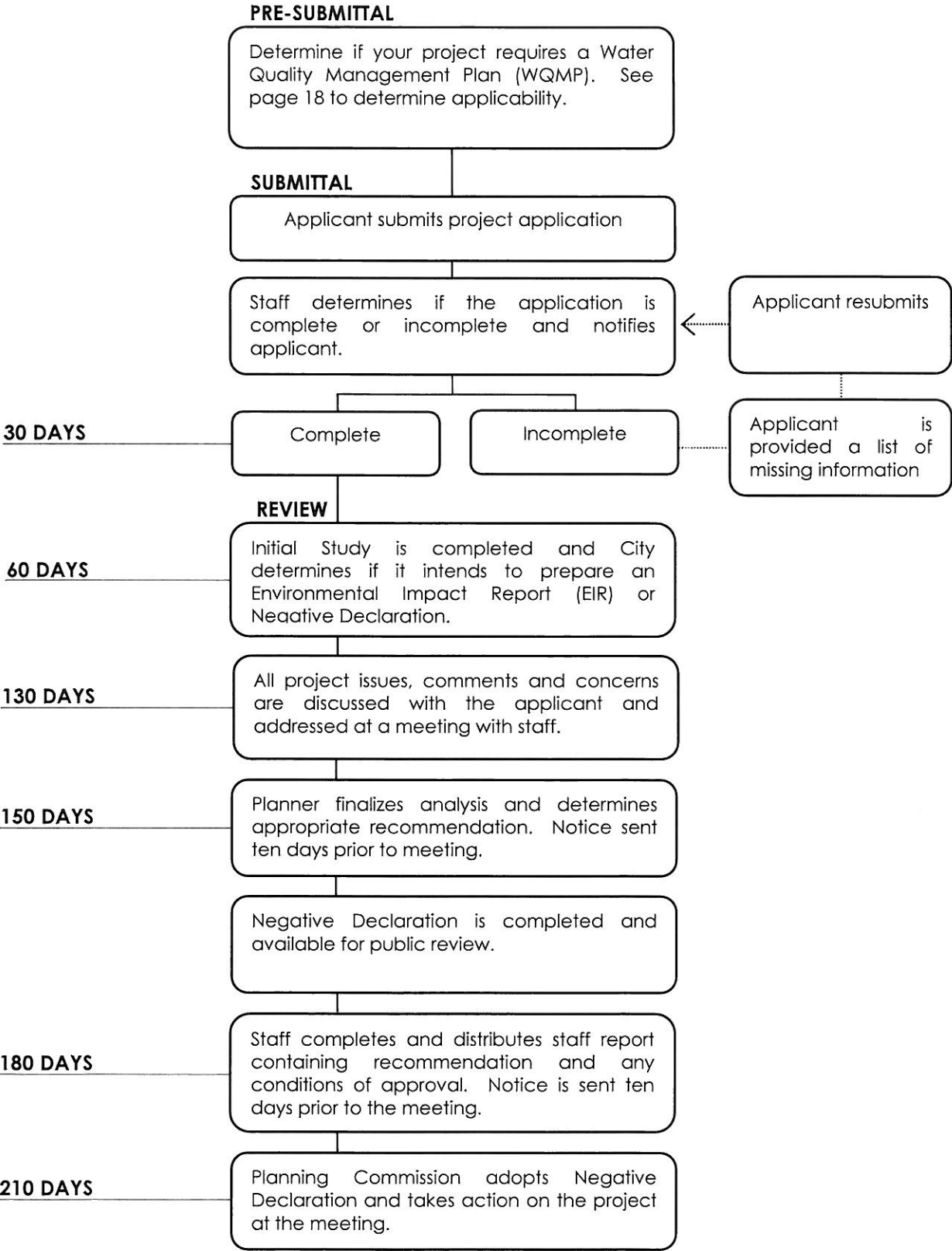
## PLANNING COMMISSION REVIEW PROCESS

The flow chart below gives a general idea of the process and timing for projects that are exempt from the California Environmental Quality Act (CEQA).



*Note:* The above diagram is intended as a general reference guide only. Processing times may vary based upon your specific project and/or land use. We advise you contact the Planning Division for more information about the process.

The flow chart below gives a general idea of the process and timing for projects that are NOT exempt from the California Environmental Quality Act (CEQA).



*Note:* The above diagram is intended as a general reference guide only. Processing times may vary based upon your specific project and/or land use. We advise you contact the Planning Division for more information about the process.



**APPLICATION SUBMITTAL CHECKLIST**

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This checklist is intended to assist you in assembling a complete application packet, which will facilitate the processing of your project. Some of the items listed may not be required. If you have any questions about which items are required, please contact staff in the Planning Division at 714-548-3427 or at [planning@westminster-ca.gov](mailto:planning@westminster-ca.gov).

DESCRIPTION	PAGE
<input type="checkbox"/> <b>PLANNING AND DEVELOPMENT APPLICATION</b>	<b>6</b>
All projects require submittal of an application form. Ensure to include the name, mailing address, phone number and e-mail address of the primary contact person. The application must be legibly completed and signed. If necessary, you may attach additional sheets.	
<input type="checkbox"/> <b>DETAILED PROJECT DESCRIPTION</b>	
All projects require submittal of a project description which may be written on a separate sheet and must include detailed information of the project and/or business operation.	
<input type="checkbox"/> <b>PRELIMINARY TITLE REPORT</b>	
All projects involving development require submittal of a title report, which will aid in determining easements and other restrictions that may affect development of the subject property.	
<input type="checkbox"/> <b>PROOF OF PROPERTY OWNERSHIP</b>	
All projects required submittal of proof of property ownership, such as a copy of the grant deed.	
<input type="checkbox"/> <b>HAZARDOUS WASTE AND SUBSTANCES STATEMENT</b>	<b>7</b>
All projects require submittal of this form, which is found in the application packet.	
<input type="checkbox"/> <b>ORANGE COUNTY FIRE AUTHORITY (OCFA) PLANNING AND DEVELOPMENT SERVICE REQUEST</b>	<b>8-9</b>
See the attached OCFA plan review submittal criteria form to determine if an OCFA service request is required for your project.	
<input type="checkbox"/> <b>STATEMENT OF JUSTIFICATION</b>	<b>10-12</b>
All projects require submittal of a statement of justification which explains the reasons the requested entitlement satisfies the required findings of the Westminster Municipal Code. If you are requesting more than one entitlement, you must address each separately.	
<input type="checkbox"/> <b>PLANS AND MAPS</b>	<b>13-17</b>
Consult staff in the Planning Division to determine the plans and maps required for your project. Also, see the plans and maps submittal requirements for more information.	
<input type="checkbox"/> Site plans	
<input type="checkbox"/> Floor plans	
<input type="checkbox"/> Building elevations	
<input type="checkbox"/> Roof plans	
<input type="checkbox"/> Conceptual landscape plans	
<input type="checkbox"/> Tentative parcel map / tentative tract map	

For all Planning Commission projects, submit 12 sets of reduced-size (11 inches by 17 inches) plans and 6 sets of full-size (24 inches by 36 inches) plans. For all administrative projects, submit 6 full-size plans.

☐ **COLORED BUILDING ELEVATIONS**

All new development projects require submittal of colored building elevations which accurately illustrate the subject development with proposed exterior colors and materials.

☐ **PHOTO SIMULATIONS**

All new development projects require submittal of photo simulations, which are colored photographs of existing developments that have been manipulated to show proposed changes.

☐ **DIGITAL COPIES OF PLAN SET**

All projects require submittal of two compact discs or flash drives which include a digital copy of all plans and maps in .jpeg format (one for the city's records and one for the orange county fire authority).

☐ **WATER QUALITY MANAGEMENT PLAN**

**18**

For new development or significant redevelopment projects, a conceptual water quality management plan (cWQMP) may be required. see the attached document to aid you in determining if a WQMP is required and the type of WQMP that is required:

- ☐ Conceptual water quality management plan
- ☐ Non-priority water quality plan

You may also contact the development engineer, Daniel Hsieh, at 714-548-3466 or at [dhsieh@westminster-ca.gov](mailto:dhsieh@westminster-ca.gov) for more information.

☐ **MATERIALS AND COLORS BOARD**

All new development projects require submittal of a materials and colors board that is not larger than 24-inches by 30-inches. Such board shall identify manufacturer's name and product numbers of all proposed materials and colors, and shall be keyed and numbered to the plans.

☐ **PUBLIC HEARING NOTIFICATION PACKAGE**

**19-21**

If a public hearing is required, then a public hearing notification package (as described on pages 19-21) must be prepared with one of the following radiuses:

- ☐ 500-foot radius
- ☐ 300-foot radius
- ☐ Adjacent properties only

☐ **VERIFICATION OF PUBLIC NOTICE POSTING**

**22**

If a project involves a public hearing, it is the *applicant's responsibility* to post public notices (prepared by the City) on the project site (WMC Section 17.630.010). Not less than ten days prior to the public hearing, the applicant must submit the following once the notice is posted:

- ☐ An affidavit of public notice posting on site, and
- ☐ A photograph of the public notice(s) on site.

<input type="checkbox"/>	<b>APPLICATION PROCESSING FEES</b>	<b>23-28</b>
	All projects are subject to processing fees. Consult staff in the Planning Division for all applicable fees. The city accepts all forms of payment. Checks must be made payable to the city of Westminster.	
<input type="checkbox"/>	<b>ENVIRONMENTAL (CATEGORICAL EXEMPTION) FILING FEE</b>	
	If your project is exempt from the California Environmental Quality Act, submit an environmental filing fee of \$50.00, which must be in the form of a check made payable to the county of orange. This check must be separate from city filing fees. Consult staff in the Planning Division for more information.	
<input type="checkbox"/>	<b>ENVIRONMENTAL DEPOSIT</b>	
	If your project is not exempt from the California Environmental Quality Act, submit an environmental deposit. Total deposit will be determined once an environmental consultant is selected for your project. Consult staff in the Planning Division for more information.	
<input type="checkbox"/>	<b>AFFIDAVIT FOR ON-SALE OR OFF-SALE ALCOHOL CONDITIONAL USE PERMITS</b>	
	This form must be completed and submitted for on-sale or off-sale alcohol conditional use permit applications only. It may be found on the city's Planning Division website.	
<input type="checkbox"/>	<b>ACKNOWLEDGEMENT OF DEDICATION FOR PARK OR RECREATIONAL PURPOSES</b>	
	This form must be completed and submitted if your project involves subdivision of property. It may be found on the city's planning division website.	



**CITY OF WESTMINSTER**  
PLANNING DIVISION  
8200 WESTMINSTER BLVD.  
WESTMINSTER, CA 92683  
714-548-3247  
[www.westminster-ca.gov](http://www.westminster-ca.gov)

STAFF USE ONLY

PROJECT CASE NO.

HDL PERMIT NO.

## PLANNING AND DEVELOPMENT APPLICATION

### PROPERTY INFORMATION

ADDRESS/LOCATION	ASSESSOR'S PARCEL NUMBER (APN)	ZONING DISTRICT
GENERAL PLAN DESIGNATION	LEGAL DESCRIPTION	

### BRIEF PROJECT DESCRIPTION


### CHECK ALL APPLICABLE REQUESTS (consult staff in the Planning Division)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> GENERAL PLAN AMENDMENT                      | <input type="checkbox"/> DEVELOPMENT REVIEW [LEVEL 1 / 2 / 3 (CIRCLE ONE)] | <input type="checkbox"/> ZONING INTERPRETATION            |
| <input type="checkbox"/> ZONE CHANGE                                 | <input type="checkbox"/> COMPREHENSIVE PLAN OR SPECIFIC PLAN               | <input type="checkbox"/> REASONABLE ACCOMMODATIONS        |
| <input type="checkbox"/> TENTATIVE MAP [PARCEL / TRACT (CIRCLE ONE)] | <input type="checkbox"/> MASTER SIGN PLAN                                  | <input type="checkbox"/> DEVELOPMENT AGREEMENT            |
| <input type="checkbox"/> VARIANCE                                    | <input type="checkbox"/> ADMINISTRATIVE ADJUSTMENT                         | <input type="checkbox"/> AFFORDABLE HOUSING DENSITY BONUS |
| <input type="checkbox"/> [CONDITIONAL/ADMIN (CIRCLE ONE)] USE PERMIT | <input type="checkbox"/> LOT LINE ADJUSTMENT                               | <input type="checkbox"/> PRELIMINARY PLAN REVIEW          |

### APPLICANT INFORMATION

### PROPERTY OWNER INFORMATION

APPLICANT NAME			PROPERTY OWNER NAME		
APPLICANT ADDRESS			PROPERTY OWNER ADDRESS		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
PHONE	FAX		PHONE	FAX	
MOBILE	E-MAIL		MOBILE	E-MAIL	

### AUTHORIZED AGENT (if different from above)

### ARCHITECT/DESIGNER

AUTHORIZED AGENT NAME			ARCHITECT/DESIGNER NAME		
AUTHORIZED AGENT ADDRESS			ARCHITECT/DESIGNER ADDRESS		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
PHONE	FAX		PHONE	FAX	
MOBILE	E-MAIL		MOBILE	E-MAIL	

### PROPERTY OWNER AUTHORIZATION

I declare that I am the legal owner of record of the land specified in this application. As the owner, I hereby affirm under penalty of perjury that the foregoing statements, facts and attachments are true and correct. Further, I declare that I fully understand and authorize all actions proposed within this application, and authorize the foregoing applicant or agent to act on my behalf on all matters relating to this application, including negotiations, discussions and communications with staff from the City of Westminster. This authorization shall remain valid until invalidated in writing.	
X	Property Owner Name (Print)
X	Property Owner Signature
	Date



## HAZARDOUS WASTE AND SUBSTANCES STATEMENT

Pursuant to California Government Code Section 65962.5(f), before the City accepts as complete an application for any development project which will be used by any person, the applicant shall consult the following:

- 1) State's lists of hazardous waste facilities subject to corrective action,
- 2) land designated as hazardous waste property or border zone property,
- 3) hazardous waste disposals on public land,
- 4) sites listed pursuant to Section 25356 of the Health and Safety Code,
- 5) sites included in the Abandoned Site Assessment Program,
- 6) underground storage tanks for which an unauthorized release report is filed pursuant to Section 25295 of the Health and Safety Code,
- 7) solid waste disposal facilities from which there is a migration of hazardous waste and for which a California regional water quality control board has notified the Department of Toxic Substances Control,
- 8) sites subject to cease and desist orders pursuant to Section 13301 of the Water Code and cleanup or abatement orders issued pursuant to Section 13304 of the Water Code,
- 9) that concern the discharge of wastes that are hazardous materials,
- 10) and solid waste disposal facilities from which there is a known migration of hazardous waste [compiles per Government Code Sections 65962.5(a)(b)(c)(d) and available from the California Secretary for Environmental Protection per Government Code Section 65962.5(e)]

and shall submit a signed statement to the City indicating whether the project and any alternatives are located on a site that is included on any of the lists compiled pursuant to this section and shall specify any list. If the site is included on a list, and the list is not specified on the statement, the City shall notify the applicant pursuant to Section 65943.

Circle One

Are the development project and any alternatives proposed in this application, contained on the lists compiled pursuant to Section 65962.5 of the California Government Code?

Yes

No

If yes then, accordingly, the project applicant is required to submit a signed statement that contains the following information.

Name of applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Address of site (street name and number if available, and ZIP code): \_\_\_\_\_

Local agency (city/county): \_\_\_\_\_

Assessor's book, page, and parcel number: \_\_\_\_\_

Specify any list pursuant to Section 65962.5 of the Government Code: \_\_\_\_\_

Regulatory identification number: \_\_\_\_\_

Date of list: \_\_\_\_\_

Signature of Applicant(s)

Date



# ORANGE COUNTY FIRE AUTHORITY

## Plan Submittal Criteria for COMMERCIAL projects, MULTIFAMILY RESIDENTIAL projects and RESIDENTIAL TRACT developments

# COM

**INSTRUCTIONS:** Fill in the project/business address and provide a brief description of the scope of work and type of operation that will take place. Answer questions 1 through 10, read and initial items 11 and 12, then complete and sign the certification section. If you answer "YES" to questions 1 through 10, submit the type of plan indicated in italics to the OCFA (see [www.ocfa.org](http://www.ocfa.org) for submittal information and locations). In some cases, other plan types not indicated herein may also be necessary depending on specific conditions or business operations. If you need help completing this form or have questions regarding requirements for review, please contact the OCFA at 714-573-6108 or visit us at 1 Fire Authority Road in Irvine for assistance.

**Address** (street number/name, suite, city): \_\_\_\_\_

**Project Scope/Business Description:** \_\_\_\_\_

- | YES                          | NO                       | Are the following applicable to the proposed project or business?   |
|------------------------------|--------------------------|---|
| 1. <input type="checkbox"/>  | <input type="checkbox"/> | Construction of a new building, a new story, or increase the footprint of an existing building? Changes to roadways, curbs, or parking lots? Addition, relocation, or modification of fire hydrants or fences/gates? Construction within 300 feet of an active or proposed oil well? <i>Fire Master Plan</i>  |
| 2. <input type="checkbox"/>  | <input type="checkbox"/> | Property is adjacent to a wildland area or non-irrigated native vegetation? <i>Fire Master Plan; a Fuel Modification Plan may also be required.</i>   |
| 3. <input type="checkbox"/>  | <input type="checkbox"/> | Located in or <100' from a Division of Oil, Gas, and Geothermal Resources (DOGGR) field boundary, <300' from an oil/gas seep, or <1000' from a landfill? <i>Methane Work Plan.</i>  |
| 4. <input type="checkbox"/>  | <input type="checkbox"/> | Installation/modification/repair of underground piping, backflow preventers, or fire department connections serving private fire hydrant/sprinkler/standpipe systems? <i>Underground Plan.</i>  |
| 5. <input type="checkbox"/>  | <input type="checkbox"/> | Drinking/dining/recreation/religious functions or other gatherings in a room >750 sq.ft. or >49 people? Healthcare/outpatient services for >5 people who may be incapable of immediate evacuation without assistance? Daycare/education for children? Adult daycare? 24-hour care/supervision? Incarceration or restraint? Hotel/apartment/residential facility with 3+ units? Congregate housing/dormitories with 17+ people? A high-rise structure (55 feet)? <i>Architectural Plan</i> |
| 6. <input type="checkbox"/>  | <input type="checkbox"/> | Installation or modification of electromechanical locks delaying/preventing egress from a room or building? <i>Architectural, Sprinkler, and Alarm Plan.</i>  |
| 7. <input type="checkbox"/>  | <input type="checkbox"/> | Installation/modification/use of spray booths; dust collection; dry cleaning; industrial ovens/drying equipment; industrial/commercial refrigeration systems; compressed gasses; tanks for cryogenic or flammable/combustible liquids; vapor recovery; smoke control; battery back-up or charging systems; welding/brazing/soldering, open flame torches, cutting/grinding or other similar operations? <i>Special Equipment Plan</i>   |
| 8. <input type="checkbox"/>  | <input type="checkbox"/> | Storage, equipment, processes, or research involving flammable/combustible liquids or other chemicals? Motor vehicle or aircraft maintenance/repair facility? Cabinetry, woodworking, or finishing facility? <i>Architectural Plan and Chemical Classification; Special Equipment Plans may also be necessary.</i>  |
| 9. <input type="checkbox"/>  | <input type="checkbox"/> | Storage or merchandizing areas in excess of 500 sq. ft. where items are located higher than 12' (6' for high-hazard commodities, plastic, rubber, foam, etc.)? <i>High-piled Storage Plan</i>   |
| 10. <input type="checkbox"/> | <input type="checkbox"/> | Cooking under a Type I commercial hood; installation or modification of a fire extinguishing system located in a commercial cooking hood? <i>Hood &amp; Duct Extinguishing System, not just the hood mechanical plan.</i>   |

**Initial each of the following two items indicating that you have read and understand the statement:**

- \*Sprinkler/Alarm Requirements: Consult California Building and Fire Codes and local ordinances to determine sprinkler or alarm system requirements; if a system is required, plans shall be submitted to the OCFA. Existing buildings undergoing remodel must be evaluated by a licensed contractor to determine if modification is needed; if so, the licensed contractor shall submit plans for approval prior to any changes taking place. (Initial here: \_\_\_\_\_)
- Fire Hazard Severity Zone: Consult the maps available at the building department or on the OCFA website to determine if your site is located in a FHSZ. Buildings in a FHSZ may be subject to special construction requirements detailed in CBC Chapter 7A—the building department will determine specific requirements. (Initial here: \_\_\_\_\_)

**I certify under penalty of perjury under the laws of the State of California that the above is true:**

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

*Building Department: If all of the questions have been answered "NO" and the project does not otherwise require OCFA review of sprinkler or alarm plans\*, then you may accept this signed form as a written release that OCFA review is not required. Should you still require that the applicant have plans approved by the OCFA please initial here \_\_\_\_\_ or attach an OCFA referral form and have the applicant submit the form along with the appropriate plans and fees for OCFA review.*

1-6-2011 ee





# ORANGE COUNTY FIRE AUTHORITY

## Plan Submittal Criteria for SINGLE FAMILY RESIDENCES/DUPLEXES (use *Commercial* form for residential tracts or lots with 3+ dwelling units)

# SFR

**INSTRUCTIONS:** Fill in the home's address and provide a brief description of the project including existing area, area after construction is complete, and number of stories ("new 2-story, 4,000 sqft home"; "1-story 1,200 sqft addition"; "300 sqft remodel in 1,500 sqft home"; etc.). Answer questions 1 through 11, then complete and sign the certification section. If you answer "YES" to questions 1 through 9, submit a residential site plan to the OCFA; a "YES" to question 10 requires submittal of a sprinkler plan; see [www.ocfa.org](http://www.ocfa.org) for submittal information and locations. In some cases, other plan types identified in italics may also be necessary depending on specific site conditions. If you need help completing this form or have questions regarding requirements for review, please contact the OCFA at 714-573-6108 or visit us at 1 Fire Authority Road in Irvine for assistance.

**Address** (street number/name, city): \_\_\_\_\_

**Project Description** (incl. area/stories): \_\_\_\_\_

**YES NO Are the following applicable to the proposed project or business?**

1. ☐ ☐ Will the *total* square footage of any structure on the property be >3,600 sq.ft., including the area of all enclosed spaces, such as garages, closets, and stairs, and detached structures separated by less than 10'?
2. ☐ ☐ Is the most remote portion of the structure or addition/modification >140' from the street (or >290' to the main entry for sprinklered structures)? Measure along an unobstructed, walkable path around the outside of the structure starting at the curb on the street in front of the property. *Sprinkler plan may also be required.*
3. ☐ ☐ Is any portion of the exterior of the home difficult to access due to steep slopes (>1' of elevation change for each 2' of horizontal distance), dense vegetation, or other obstructions; or is the site adjacent to a wildland interface or other area with non-irrigated native vegetation? *Fuel modification plan may also be required.*
4. ☐ ☐ Does the street providing access to the property have a grade >10% (10' of elevation change for each 100' of horizontal distance)? *Sprinkler plan will also be required.*
5. ☐ ☐ Is the property located in the dead-end "bulb" portion of a cul-de-sac street with a radius <38' or containing a center island? *Sprinkler plan may also be required.*
6. ☐ ☐ Are you installing a gate across a driveway or road that is designated as a fire department access roadway or one that serves more than a single home/duplex?
7. ☐ ☐ Is the nearest fire hydrant >250' from the property line as measured along the street providing access to the property?
8. ☐ ☐ Is the property located in any of the following neighborhoods: Midway City; Lemon Heights/Cowan Heights; Orange Park Acres; the unincorporated canyon areas accessed from Santiago Canyon Road; "The Ranch" near San Juan Capistrano? *Fuel modification and sprinkler plans may also be required.*
9. ☐ ☐ Is the project located in or <100' from a Division of Oil, Gas, and Geothermal Resources (DOGGR) field boundary or well (active or abandoned), <300' from an oil or gas seep, or <1000' from a landfill? *A methane investigation submittal is required. (For projects in Yorba Linda, this requirement only applies to a new home; enclosed, detached accessory structures; or 1000+ sq. ft. additions to existing structures.) To determine if a property is located near wells or an oil field, consult the oil and gas field maps available on the California Department of Conservation's DOGGR website or contact DOGGR at 714-816-6847.*
10. ☐ ☐ Is this a new residence? A new accessory building (detached garage, workshop, etc.) that exceeds the commercial sprinkler area threshold per local ordinance? An addition or remodel requiring a sprinkler retrofit per local ordinance? An addition to a currently sprinklered building? Existing sprinklered buildings undergoing remodel must be evaluated by a licensed contractor to determine if modification is needed; if so, plans shall be submitted and approved prior to concealing interior construction.
11. ☐ ☐ Is this site located in a Fire Hazard Severity Zone? Consult the maps available at the building department or on the OCFA website to determine if your site is located in a FHSZ. If so, place a note on any plans submitted to the building department or OCFA, if required\*, stating "Project is located in a FHSZ/WUI. Buildings may be subject to special construction features detailed in CBC Chapter 7A, as reviewed and inspected by the building department." \*Answering "YES" to question 11 does not require submittal of plans to the OCFA; submittal is required only if answering "YES" to one or more of questions 1 through 10 above.

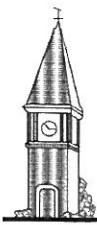
**I certify under penalty of perjury under the laws of the State of California that the above is true:**

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

**Building Department:** If all of the questions have been answered "NO", then you may accept this signed form as a written release that OCFA review is not required. Should you still require that the applicant have plans approved by the OCFA please initial here \_\_\_\_\_ or attach an OCFA referral form and have the applicant submit the form along with the appropriate plans and fees for OCFA review.

1-6-2011 ee



## STATEMENTS OF JUSTIFICATION

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In accordance with Section 17.520.0205 of the Westminster Municipal Code (WMC), development review level I, II, and III may be approved, with or without conditions, only after first making all of the following findings.

### **Findings Required for Level I Development Review**

1. The proposed development will not be detrimental to the public health, safety and welfare; and
2. The proposed development is in full compliance with this Title, including with the design guidelines manual; and
3. The proposed development will not adversely affect the general plan and any applicable specific plan and it is consistent with the general plan.

### **Findings Required for Residential Development Level II and III Development Review**

1. The proposed development will not be detrimental to the public health, safety and welfare; and
2. The proposed development is in full compliance with this Title, including with the design guidelines manual; and
3. The proposed development will not adversely affect the general plan and any applicable specific plan and it is consistent with the general plan.
4. The existing or proposed public facilities necessary to accommodate the proposed project (e.g., fire protection devices, parkways, public utilities, sewers, water, sidewalks, storm drains, street lights, traffic control devices, and the width and pavement of adjoining streets and alleys) will be available to serve the subject site

### **Findings Required for Commercial and Industrial Development (Nonresidential) Levels II and III Development Review**

1. The general layout of the project, including orientation and location of buildings, vehicular and pedestrian access and circulation, parking and loading facilities, building setbacks and heights, and other improvements on the site is consistent with the purpose and intent of this Chapter, the requirements of the zoning district in which the site is located, and all applicable development standards and design guidelines.
2. The architectural design of the structure(s) and their materials and colors are compatible with the scale and character of surrounding development, so long as the surrounding development is high quality and is consistent with the purpose and intent of this Chapter, the requirements of the zoning district in which the site is located, and all applicable development standards and design guidelines.
3. The landscaping, including the location, type, size, color, texture, and coverage of plant materials; provisions for irrigation; and protection of landscape elements, has been designed to create visual relief, complement structures, and provide an attractive environment and is consistent with the purpose and intent of this Chapter, the requirements of the zoning district in which the site is located, and all applicable development standards, and design guidelines.

4. The design and layout of the proposed project will not interfere with the use and enjoyment of neighboring existing or future development; will not result in vehicular or pedestrian hazards; will provide efficient traffic flow; will assure that neighboring uses and structures will be protected against noise, vibration, and other offensive, objectionable conditions; and will be in the best interest of the public health, safety, and general welfare.
5. The existing or proposed public facilities necessary to accommodate the proposed project (e.g., fire protection devices, parkways, public utilities, sewers, water, sidewalks, storm drains, street lights, traffic control devices, and the width and pavement of adjoining streets and alleys) will be available to serve the subject site.
6. The proposed project is consistent with the General Plan and any applicable specific plan.

#### **Findings Required for Conditional Use Permits**

In accordance with Section 17.550.020 of the Westminster Municipal Code (WMC), a conditional use permit may be approved, with or without conditions, only after first making all of the following findings, and any additional findings required for the approval of specific land uses in Article 4, *Standards for Specific Land Uses and Accessory Uses*.

1. The proposed use is allowed within the subject zoning district with the approval of an Administrative or Conditional Use Permit and complies with all other applicable provisions of this Title and the WMC.
2. The proposed use is consistent with the General Plan and any applicable Specific Plan.
3. The design, location, size, and operating characteristics of the proposed use are compatible with the existing and future land uses in the vicinity of the subject site.
4. The subject site is physically suitable for the type and intensity of use being proposed, including access, compatibility with adjoining land uses, shape, size, provision of utilities, and the absence of physical constraints.
5. The establishment, maintenance, or operation of the proposed use will not be detrimental to the public interest, health, safety, or general welfare, or injurious to persons, property, or improvements in the vicinity and zoning district in which the property is located.

#### **Findings Required for Variances**

In accordance with Section 17.555.020 of the Westminster Municipal Code (WMC), a variance may be approved, with or without conditions, only after making all of the following findings. It is the applicant's responsibility to establish evidence in support of these findings. If any one of the findings cannot be satisfied, a variance may not be approved. Therefore, it is important the applicant provide substantial evidence in the statement of justification.

1. There are special circumstances applicable to the property (e.g., location, shape, size, surroundings, topography) or to the intended use of the property, so that the strict application of this Title denies the property owner privileges enjoyed by other property owners in the vicinity and under identical zoning districts;

Describe conditions which are unique to this property in comparison to other properties in the same zoning district. These unique circumstances may relate to constraints arising from topography, legally imposed encumbrances such as easements and roads, unusual size and configuration of the property, and areas of inundation including watercourses, swamps and streams. Unique circumstances do not include development designs which result in a self imposed hardship.

2. The strict application of the applicable development standard creates an unnecessary, involuntarily created hardship or unreasonable regulation that makes it obviously impractical to require compliance with the development standards;

Describe how application of the subject development standard in relationship to some unique characteristic of the property or special circumstance makes it difficult for the property owner to follow the specific standard.

3. The variance is necessary for the preservation and enjoyment of substantial property rights possessed by other property owners in the same vicinity and zoning district and denied to the property owner for which the variance is sought;

Describe why approval of the requested variance would give the property owner the same privileges and rights afforded to other property owners in the same zoning district and with the same lot characteristics.

4. The project is consistent with the General Plan and complies with all other applicable provisions of this Title;

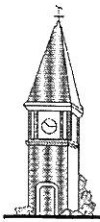
Give reasons why approval of the requested variance will be consistent with goals of the City's master plan, especially the City's land use goals. The City's General Plan may be found online at <http://www.westminster-ca.gov/civica/filebank/blobdload.asp?BlobID=6838>. See page IIA-1 for the land use element.

5. Approval of the variance would not be detrimental to the public health, interest, safety, or general welfare and would not be detrimental or injurious to property or improvements in the vicinity and in the same zoning district.

Describe how the requested variance will not be detrimental to public health, safety or welfare or injurious to property in the vicinity. This description may include the assurance of adequate sight distance for traffic, adequate separation of the proposed project from other properties or structures, concurrences of other public agencies such as the Department of Environmental Health and adequate screening such as vegetation and topography.

#### **Findings Required for Administrative Adjustments**

1. The strict application of the applicable development standard creates an unnecessary, involuntarily created hardship or unreasonable regulation that makes it obviously impractical to require compliance with the development standards;
2. Approval of the administrative adjustment would not be detrimental to the public health, interest, safety, or general welfare and would not be detrimental or injurious to property or improvements in the vicinity and in the same zoning district;
3. The project is consistent with the General Plan and complies with all other applicable provisions of this Title.



## PLANS AND MAPS REQUIREMENTS

Plans submitted to the planning division must be folded in the following manner. If you have any questions please contact staff in the planning division and we will be happy to assist you.

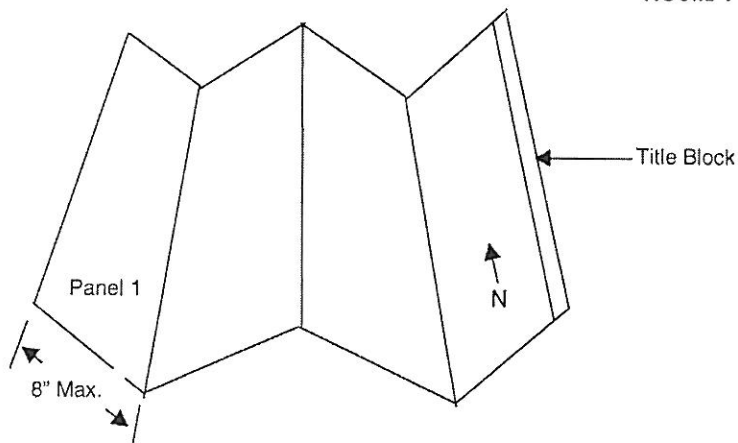
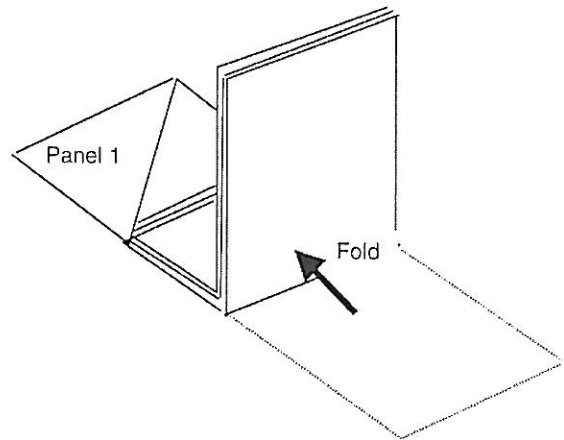


FIGURE 1

Begin by folding the plans accordion style, with no panel greater than 8 inches in width. For multi-sheet plan sets, fold all sheets **together**, not separately.

Fold the bottom of the plans up and leave about 2 inches at the top exposed. Length of the folded plan set should not exceed 14 inches, maximum. For extra long plans, it may be necessary to make two folds to stay within the 14-inch maximum length.

FIGURE 2





Please submit 6 full-sized (24-inches by 36-inches) plan sets and 13 reduced-size (11-inches by 17-inches) plan sets.

☐ **SITE PLANS** must include the following information:

- A tabular legend showing the following information (if applicable):
  - Address;
  - Zoning;
  - Current use of the site and adjacent properties;
  - Building setbacks;
  - A calculation of the number of parking spaces required and provided;
  - The total area (in square feet) of the project site;
  - The area of the site to be covered by buildings and paved surfaces;
  - The total area (percentage) of existing landscaping and proposed landscaping;
  - Floor area ratio for commercial developments;
  - Total common driveway area (in square feet) for residential developments;
  - Allowable and proposed densities for residential projects;
  - The total open space areas (in square feet) for residential developments;
  - The total number of proposed dwelling units and existing units that will remain, listed by number of bedrooms;
  - The total area (in square feet) of the project site covered by pervious surface; and
  - The total area (in square feet) of the project site covered by impervious surface.
- Accurate property lines that are fully dimensioned
- A north arrow
- Accurate scale of drawings (scale should not be smaller than 1/8" = 1')
- The building footprint clearly outlined, including any 2nd floor cantilever or overhang
- All proposed improvements and existing improvements, which will be retained
- Dimensions of parking spaces, drive aisles, backup spaces, handicap accessible spaces, turning radii, wheel stops, parking striping, and flow of traffic noted by arrows
- Access and circulation of pedestrians and vehicles
- Adjacent properties with setback dimensions, building footprints, and labeled as one or two-story structures
- Building setbacks to 1st and 2nd floor
- Building separation dimensions
- Existing and proposed utility structures (i.e., a/c units, cable, utility or telephone poles)
- Existing and proposed public improvements to centerline of street and curb
- Location, name, and width (including required widening of adjacent street)
- Locations of signs
- Existing and proposed fences, walls, or gates and height and materials identified
- Existing and proposed landscaped areas
- Driveway width dimensioned
- Existing and proposed public and private easements
- Parkway
- Private street or alleys
- Existing and proposed street lights
- Open space areas both private and common
- Phasing plan (for those projects that involve phased development)

☐ **FLOOR PLANS** must include the following information:

- Dimensioned floor plan drawn to scale, including the location and size of rooms, walkways, and other internal features
- Use (including walkways and other internal features) and size of rooms and common areas in square feet labeled on the plans
- Identify fixtures (e.g., toilets, sinks, tables, chairs, etc.)
- Distinguish between new walls, existing walls to remain, and existing walls to be demolished



- For restaurants, include a table identifying total square feet of kitchen area, dining area, and other areas.

**□ BUILDING ELEVATIONS** must include the following information:

- A legend of materials, colors, and design features keyed to elevations
- The building length and height dimensioned and drawn to scale
- Gutters and down spouts
- Window trims and door moldings
- The exterior wall finish identified
- Details including screening materials for trash enclosures
- Details including screening materials for utilities
- Aluminum and flashing finishes, cornices, eaves, corbels, columns, chimney, awning, and other exterior architectural features
- Balconies and patios
- Window recessing
- Colored catalog cut sheets provided for the following items: windows, doors, garage doors, exterior lighting fixtures, and roofing materials

**□ ROOF PLANS** must include the following information:

- Depth of eaves
- The existing and proposed roof design
- Roof pitch
- Height of parapets
- Locations of proposed and existing rooftop equipment

**□ CONCEPTUAL LANDSCAPE PLANS** must include the following information:

- Hydrozone designations identified
- Landscape materials and symbols identified
- Property lines, building footprints, paved areas and paving materials
- Natural and geological features
- Tree staking and planting details and soils information
- Total landscape area in square feet and as a percentage of the site area
- The location and size of proposed trees, major shrubs and groundcover
- Significant vegetation to be retained or removed (if any)
- A plant legend describing plant characteristics for each symbol (where trees or shrubs have significantly different characteristics, different symbols shall be used)
- The location, height, materials, and design of site improvements such as fences, retaining walls, special paving and lights
- Cross sections and/or elevations showing relationships between planting design and site improvements (sections shall show existing and proposed grades)
- Hardscaped areas identified

**□ TENTATIVE PARCEL MAP/TENTATIVE TRACT MAP** must be prepared in accordance with chapter 16 of the Westminster Municipal Code. The size of such maps shall be 18-inches by 26-inches. For condominium projects, some of the information below may not be required. Consult a development engineer in the engineering division for more information.

- Tract number or parcel map number;
- Name and address of the owner or owners whose property is proposed to be subdivided;
- Name and address of the registered civil engineer or licensed surveyor who prepared the map;
- North arrow;
- Engineering scale;

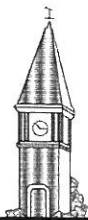
- Date of preparation;
- Area within the tract or parcel map boundaries, to the nearest tenth acre.
- Boundary Lines. A description of the exterior boundaries of the subdivision or legal description of the property.
- Map boundaries shall be drawn to include all of the area of all abutting parcels that are owned by the same property owner and proposed for boundary alteration.
- When any land is proposed to be divided in such a way that the subdivision will include a portion of such land, any portion with a contiguous gross area of five acres or more that is not proposed to be included within the subdivision may be identified by reference on the tentative map.
- Lots/parcels. Lot number, lot lines and approximate dimensions of each lot.
- Each lot or parcel being created by a subdivision shall be numbered and must comply with the requirements of a building site as defined in the zoning code.
- Classification of lots as to intended residential, commercial, industrial or other use is required
- A lot that is platted so that it is in more than one zoning district shall comply with area and width requirements of the zoning district having the greater requirements.
- Streets. The location, width, approximate grade and proposed names of all streets within the boundaries of the proposed subdivision.
- Location and width of alleys;
- Name, location and width of adjacent streets;
- Approximate radii of curves.
- Easements. Width and location of all existing recorded public or private easements and proposed easements which may be required.
- Drainage. Proposed direction of flow and rate of grade of street drainage.
- Illustration of existing and proposed manner in which water drains into, across, and off of the land being subdivided, including the facilities and easements necessary to accommodate the drainage.
- In the event that a subdivider unnaturally concentrates or diverts surface water running onto adjacent land, the map shall illustrate the manner in which such water will be accepted and disposed of.
- Physical features. Approximate location and width of water courses or areas subject to inundation from floods or location of structures, irrigation ditches, railroads and permanent physical features.
- Contours. Contours at one foot intervals based on the orange county survey datum.
- Buildings. The location and type of all buildings within the subdivision that are proposed to remain and the location and type of all buildings adjacent to the subdivision that would become nonconforming to the provisions of the zoning code by the filing of the map.

A **TENTATIVE PARCEL MAP/TENTATIVE TRACT MAP** shall also be accompanied by the following data and reports.

- Acknowledgement of dedication for park or recreational purposes. The subdivider shall indicate whether the subdivider desires to dedicate property for park and recreational purposes or wishes to pay a fee in lieu thereof. If the subdivider desires to dedicate land for park and recreational purposes, the subdivider shall designate the area on the tentative map it submits.
- Title report. Tentative maps shall be accompanied by a preliminary title report that discloses all possessory interests and interests of record in the land being subdivided when determined to be necessary by the city engineer or his designee.
- Street names. A list of proposed street names for any unnamed street or alley for review by the city engineer;
- Soils report. A preliminary soils report prepared in accordance with the provisions of the uniform building code shall be submitted. If the preliminary soils report indicates the presence of critically expansive soils or other soils problems that, if not corrected, would lead to structural defects, the soils report accompanying the final map shall contain an investigation of each lot within the subdivision;
- School site/facilities. The applicant for a tract map shall obtain from the school district or districts involved their intention, in writing, concerning the necessity for a school site and/or temporary

and/or permanent school facilities, if any, within the subdivision and shall present this information to the department prior to consideration of the tentative map by the planning commission;

- Environmental review. Information shall be submitted as required by the planning and building department to allow a determination on environmental review to be made in accordance with California Environmental Quality Act (CEQA). The subdivider shall deposit and pay all fees as may be required for the preparation and processing of environmental review documents;
- Preliminary engineering calculations. Information shall be submitted as required by the standard engineering specifications to demonstrate the adequacy of the design of the proposed improvements. Such information shall include design parameters and engineering calculations;
- Phasing. If the subdivider plans to file multiple final maps on the tentative tract map, he shall submit written notice to this effect to the city engineer;
- Solar access. All plans and information relating to solar access are required to be submitted at the time of the tentative map application submittal;
- Other reports. Any other data or reports deemed necessary by the department or city engineer.



## WATER QUALITY MANAGEMENT PLAN

### What is a water quality management plan (WQMP) and who needs one?

A project water quality management plans (WQMP) is a plan for managing the quality of storm water or urban runoff that flows from a developed site after construction is complete and the facilities or structures are occupied and/or operational. It describes the best management practices (bmp) that will be implemented and maintained throughout the life of the project and is used by property owners, facility operators, tenants, facility employees, maintenance contractors, and similar persons to prevent and minimize water pollution that can be caused by storm water or urban runoff. The city of Westminster requires all new development and significant redevelopment projects to prepare and implement project WQMPs as part of the national pollution discharge elimination systems (NPDES) program to reduce and eliminate water pollution caused by runoff flowing from developed sites into the nearby receiving waters. A preliminary project WQMP must be approved prior to land use entitlements. A final project WQMP must be approved prior to issuance of building or grading permits. The project WQMP and the post construction BMPs associated with the project must be based on the orange county model WQMP, which may be found at [www.ocwatersheds.com/WQMP.aspx](http://www.ocwatersheds.com/WQMP.aspx) and the city's website under the public works division/engineering division. Guidance documents and templates may also be found at the City's website.

### How do I know if my project is a priority project or a non-priority project?

There are two types of projects: priority projects and non-priority projects, which have different bmp requirements. Answer the following questions to determine if your project is a priority or non-priority project. If *any* question is answered yes, your project is a priority project. If *all* questions are answered no, your project is a non-priority project.

Proposed Project includes:	Yes	No
All significant redevelopment projects, where significant redevelopment is defined as the addition or replacement of 5,000 or more square feet of impervious surface on an already developed site.	<input type="checkbox"/>	<input type="checkbox"/>
New development projects that create 10,000 square feet or more of impervious area.	<input type="checkbox"/>	<input type="checkbox"/>
Automotive repair shop (SIC codes 5013, 5014, 5541, 7532-7534, and 7536-7539)	<input type="checkbox"/>	<input type="checkbox"/>
Restaurant where the land area of development is 5,000 square feet or more including parking areas (SIC code 5812).	<input type="checkbox"/>	<input type="checkbox"/>
Parking lot area of 5,000 square feet or more of impervious surface exposed to storm water.	<input type="checkbox"/>	<input type="checkbox"/>
Retail gasoline outlets of 5,000 or more square feet with a projected ADT of 100 or more vehicles per day.	<input type="checkbox"/>	<input type="checkbox"/>

A Non-Priority Project Water Quality Management Plan is required to be completed for private new development and redevelopment projects that qualify as Non-Priority Projects. These are projects that do not fall under one of the Priority Project Categories defined within the Model WQMP but meet one of the following conditions:

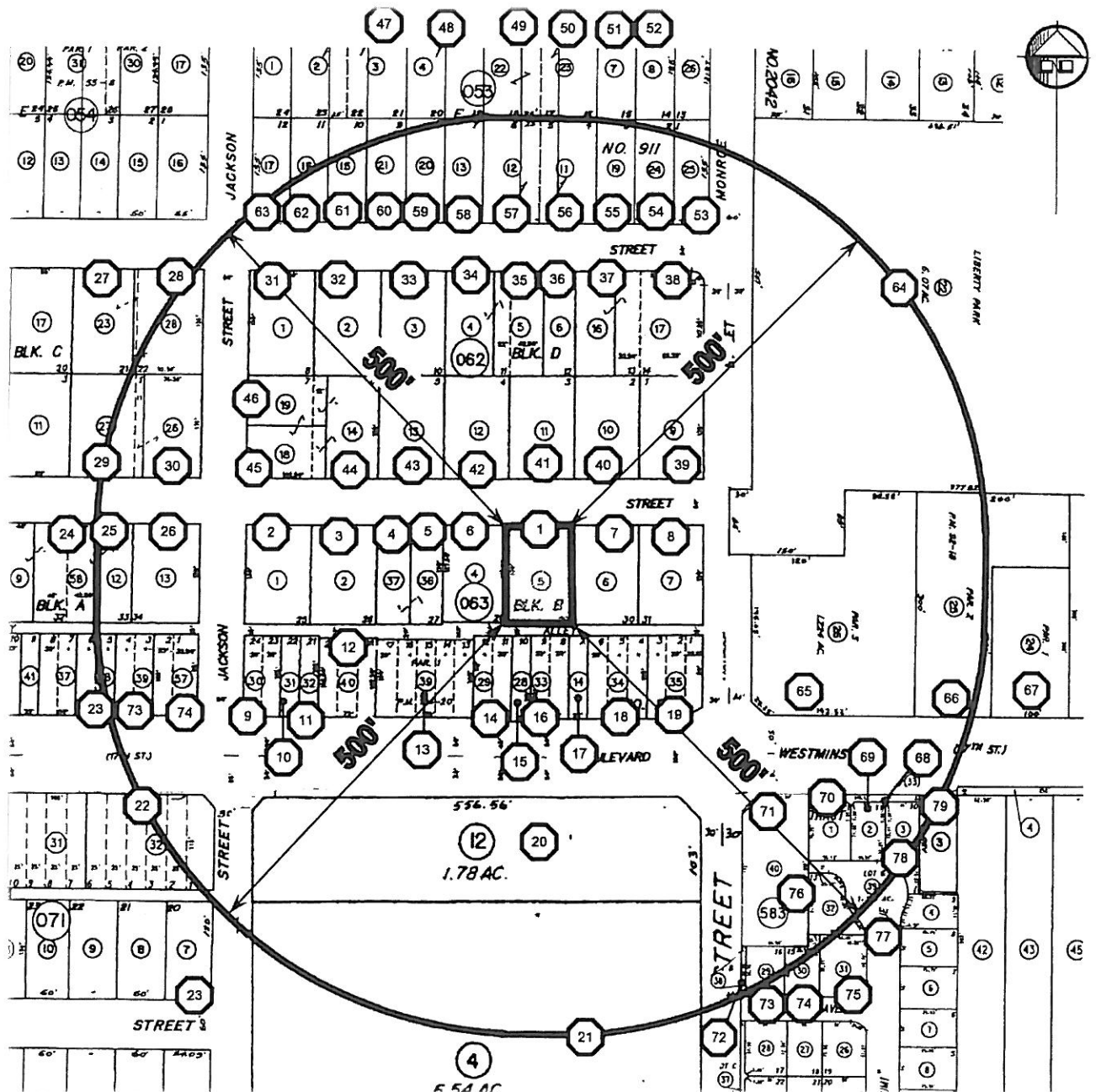
- Require discretionary action that will include a grading plan, except for those projects exempted by the Permittee Water Quality Ordinance (as applicable); or
- Require issuance of a non-residential plumbing permit for pipelines conveying hazardous materials (e.g., gasoline) as defined in the Permittee Water Quality/Stormwater Ordinance.



## PUBLIC HEARING NOTIFICATION PACKAGE

The following material must be submitted by the applicant, or an agent authorized by the applicant, as part of any application for which a public hearing is required.

1. One copy of a radius map, drawn to scale, showing all existing streets, alleys, and lot lines of all properties located adjacent to or within 500 feet or 300 feet of the exterior boundaries of the subject property or properties (depending upon the type of project). All properties adjacent to or circumscribed by the 500-foot or 300-foot radius shall be identified by a consecutive numbering system which corresponds with the ownership/occupant list as described below.



2. One digital copy and one hard copy of an ownership/occupant list prepared in Microsoft Excel in the following format:

Number	APN	Name	Address	City	State	Zip code

The list must identify the number corresponding to the radius map consecutive numbering system, assessor's parcel number (APN), property owner name, and mailing address for the following:

- a. The applicant, occupants, and owner(s), or their agents, of the property being considered.
- b. The owners *and* occupants of all property within the determined area on the radius map drawn from the exterior boundaries of the property or the perimeters of the premises of the proposed use involved in the application. For projects located in a shopping center, the outermost boundary of the center shall serve as the radius starting point.
- c. Each local agency expected to provide water, schools, or other essential public facilities or services to the project, whose ability to provide the facilities and services may be significantly affected.

The list must also be prepared from the latest available assessment roll at the Orange County Assessor's Office, 625 N. Ross Street, Room 251, Santa Ana, CA 92701.

Note: The requirements seen above establish the minimum mailed notice requirements and shall not preclude the Director from determining the provision of notice to a greater number of persons is necessary.



To assist applicants that need to submit a public hearing notification package, we have compiled a list of businesses that prepare the package for a fee. The city does not endorse these businesses in any way. As we hear of other listing services, we add them to the list.

Susan W. Case  
917 Glenneyre St., Suite 7  
Laguna Beach, CA 92651  
Tel: (949) 494-6105  
Fax: (949) 494-7418  
[orders@susancaseinc.com](mailto:orders@susancaseinc.com)

Szeto, Tran + Associates  
2714 Stingle Ave.  
Rosemead, CA 91770  
Tel: (626) 512-5050  
Fax: (323) 838-0515

Donna Scales, Donna's Radius Maps  
684 S. Gentry Lane  
Anaheim, CA 92807  
Wk: (714) 921-2921  
Cell: (714) 458-4798  
Fax: (714) 921-0990  
[ddradiusmaps@sbcglobal.net](mailto:ddradiusmaps@sbcglobal.net)

Advanced Listing Services  
P.O. Box 2593  
Capistrano Beach, CA 92624  
Tel: (949) 361-3921  
Fax: (949) 361-3923  
[Denise@AdvancedListing.com](mailto:Denise@AdvancedListing.com)

Radius Maps/Bonnie Perkins  
7901 La Carta Circle  
Buena Park, CA 90620  
Tel: (888) 272-3487  
Fax: (714) 739-1212

Notificationmaps.com / Karen Martin  
668 N Coast Hwy, #401  
Laguna Beach, CA 92653  
Tel: (866) plancom (752-6266)  
[www.notificationmaps.com](http://www.notificationmaps.com)

T-square Mapping Service/Darla Hammond  
969 S. Raymond Ave.  
Pasadena, CA 91105  
Tel: (626) 403-1803  
Fax: (626) 403-2972

Cathy McDermott  
Ownership Listing Service  
P.O. Box 890684  
Temecula, CA 92589-0684  
Tel: (951) 699-8064  
Fax: (951) 699-8064

Foothill Project Management  
117 ½ 28th Street  
Newport Beach, CA 92660  
Tel: (949) 673-3565  
Fax: (949) 434-9228

Steven Harvey  
Property Profilers  
Tel: (714) 891-2861  
[www.propertyprofilers.net](http://www.propertyprofilers.net)

Alcoholic Beverage Licensing Company  
8530 Wilshire Blvd. #404  
Beverly Hills, CA 90211-3127  
Tel: (310) 854-5386

Dependable Business Services, Inc.  
Dennis Stout  
Tel: (714) 744-2845  
Fax: (714) 744-5123

Matt Warmuzek  
Mailing Pros, Inc.  
5261 Business Dr.  
Huntington Beach, CA 92649  
Tel: (714) 892-7251  
[matt@mailingprosinc.com](mailto:matt@mailingprosinc.com)



## AFFIDAVIT OF PUBLIC NOTICE POSTING

I am the applicant for Planning Case No. \_\_\_\_\_ in the City of Westminster, California. I am over the age of 18. My address is \_\_\_\_\_.

On \_\_\_\_\_, I posted a copy of the attached notice \_\_\_\_\_ at \_\_\_\_\_ the \_\_\_\_\_ following \_\_\_\_\_ address: \_\_\_\_\_.

Attached is a photograph of the posted sign, which I took at \_\_\_\_\_ am/pm on \_\_\_\_\_.

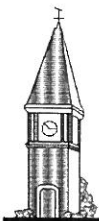
I declare under penalty of perjury under the laws of the State of California that the above is true and correct.

X

\_\_\_\_\_  
Applicant Name (Print)

X

\_\_\_\_\_  
Applicant Signature



PLANNING AND DEVELOPMENT APPLICATION PACKET  
**DEVELOPMENT FEE SCHEDULE**

The following is a list of processing fees related to development projects in the City of Westminster. Please consult staff in the appropriate division to determine which fees will apply to your project. This list is not meant to be all-inclusive.

**PLANNING DIVISION**

<b>Description</b>	<b>Fee</b>
Annexation	\$10,000.00
Appeal to CC - rehearing only	\$1,990.00
Appeal to PC	\$395.00
Administrative Adjustment	\$965.00
Administrative Use Permit	\$718.00
(Area) Variance	\$1,630.00
Certificate of Compliance	\$1,610.00
Condominium Conversion	\$4,360.00
Conditional Use Permit	\$2,875.00
Conditional Use Permit (with other hearing)	\$1,655.00
Development agreement review	\$7,500 (deposit)
Development agreement extension review	\$330 per application
Development Review I – minor	\$275.00
Development Review I – major	\$500.00
Development Review II – minor	\$980.00
Development Review II – major	\$2,580.00
Development Review III	\$3,865.00
Environmental -Exempt	\$70.00
Environmental -Negative Declaration/EIR	cost of consultant
Environmental -Negative Declaration /EIR admi. Fees	25% of staff time
General Plan Maintenance	6.5% of all permit fees
General Plan Amendments	\$3,830.00
General Plan Amendments w/others	\$1,400.00
Hold as one	\$680.00
Landscape Plan Check	cost of consultant
Landscape Plan Check -admi. Fees	50% cost of staff
Large Family Day-care	\$670.00
Lot Line Adjustment Review	\$1,195.00
Mobil Home Park Conversion	\$10,000 (deposit)
OCFA (building fire plan check)	\$200.00
OCFA Admin (fire plan check)	25% staff time
Planning plan check - with entitlement over-the-counter	\$30.00

<b>Description</b>	<b>Fee</b>
Planning plan check-SFR - <500 sq feet	\$50.00
Planning plan check -SFR - >500 sq feet	\$60.00
Planning plan check - Administrative entitlement	\$75.00
Planning plan check - Major PC/CC entitlement	\$420.00
Preliminary Plan Review	\$1,160.00
Preliminary Plan Review-Subsequent	\$530 + outside cost
Sign face change	\$25.00
Sign program	\$555.00
Sign Review w-sign program	\$155.00
Sign without sign program	\$150.00
Sign-temporary (banners)	\$75.00
Site Plan-temporary	\$145.00
Tentative Parcel Map	\$2,720.00
Tentative Parcel Map with other hearing	\$1,700.00
Tentative Tract Map	\$3,505 + \$37 per lot/unit over 10 lots
Tentative Tract Map with other hearing	\$2335 + \$37 per lot/unit over 10 lots
Zone change	\$3,475.00
Zoning interpretation	\$905.00
Zoning Text Review	\$4,000.00

#### **DEPARTMENT OF FISH AND GAME ENVIRONMENTAL PROCESSING FEES**

Effective January 1, 2007, State law (AB 1535) mandated that the California Department of Fish and Game (DFG) collect user fees in association with the filing of a Notice of Determination. A Notice of Determination is the final environmental documentation that is prepared by City staff when a Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report has been approved or certified.

The fees required are intended to defray the costs of managing and protecting fish and wildlife resources including the costs expended by the DFG in the review of environmental documents under the California Environmental Quality Act (CEQA). The bill also eliminated the fee exemption for projects determined to have a "de minimis" effect on fish and wildlife. For those projects determined to have a potential for any adverse effect to fish and wildlife resources, either individually or cumulatively, the fees are as follows:

<b>Environmental Document</b>	<b>Fee</b>
Negative Declaration	\$2,010.25
Mitigated Negative Declaration	\$2,010.25
Environmental Impact Report	\$2,792.25
County Clerk Filing Fee (additional fee required with every filing)	\$50.00

The City may no longer exempt a project from the filing fee requirement by determining that the project will have a "de minimis" effect on fish and wildlife. Instead, a filing fee will have to be paid unless the project will have no effect on fish and wildlife as determined by the DFG. It is the

applicant's responsibility to contact the DFG at 916-651-0603 or [www.dfg.ca.gov](http://www.dfg.ca.gov) to determine if the project will have no effect on fish and wildlife. If the DFG concurs the project will have no such effect, they will provide you with a form that will exempt the project from the filing fee requirement; however, the County fee is still required.

If the required filing fee is not paid, the project will not be operative, vested, or final, and any local permits issued for the project will be invalid. The City thereby requires payment of these environmental fees by the applicant, submitted to the Community Development Department within 48 hours of project approval, and shall be in the form of a cashier's check made payable to the Orange County Clerk.

City Planning staff will deliver the fees to the County Clerk at the time the Notice of Determination is filed. The Notice of Determination and the cashier's check will be filed within five working days after project approval. The filing of the Notice of Determination starts a 30-day statute of limitations on court challenges to the approval (CEQA Section 15075). If the required fees are not delivered to the City within two working days of the approval, the Notice of Determination cannot be filed within the time limits established, and the statute of limitations will be extended from 30-days to 180-days per Section 15112 of the CEQA Guidelines.

#### BUILDING DIVISION

Description	Fee
Building plan check	\$40 or 100% of UAC plus
Business license application revocation/enforcement	\$19 per application – job license
Change of Occupancy review/inspection	\$210 per application
Condominium conversion inspection	\$75 per application & \$66 per unit inspected
Construction inspection	\$40 or 100% of UAC plus \$45 issuance fee per permit (includes direct NPDES & share of program admin cost)
School district fees for Garden Grove Unified School District	\$2.97 per square foot for new construction, remodels and additions that increase assessable space by more than 500 square feet \$0.47 per square foot for all commercial/industrial development. Any increase in usable square footage is assessed for commercial/industrial buildings.
School district fees for Huntington Beach Union High School District	\$2.97 per square foot for residential construction \$0.47 per square foot for commercial/industrial construction
Special building inspections	\$15 administrative charge plus \$91 per hour at overtime rate (2 hr min)
Special inspector registration	\$40 per inspector
Temporary Certificate of Occupancy	\$410 per application w/completion bond
Midway City Sanitary District	

#### ENGINEERING DIVISION

Description	Fee
Encroachment Permit Fees	
Administrative Fee	\$25
Sidewalks	\$0.55 per sq. ft.
Driveway Approaches	\$0.55 per sq. ft.

Description	Fee
Curb and Gutter	\$1.10 per linear ft.
Cross Gutter	\$0.55 per sq. ft.
Water Line	\$1.70 per linear ft.
Storm Drains	\$1.10 per linear ft.
Trenching	\$0.55 per sq. ft.
Pavement	\$0.55 per sq. ft.
Block Wall Inspection	
First 300 ft.	\$400
Each additional 300 ft.	\$270
Trash Enclosure Inspection	\$275
Plan Check and Inspection	
Lot Size < 30,000	\$0.105 per sq. ft.
Lot Size 30,001-217,800	\$0.210 per sq. ft.
Lot Size 217,801-435,600	\$0.140 per sq. ft.
Lot Size > 435,600	\$0.070 per sq. ft.
Street Improvement Plan Check Fees	45 % of grading permit fee
Drainage Fees	
Drainage District 1	\$1,001.00 per gross acre
Drainage District 2	\$868.00 per gross acre
Drainage District 4	\$883.00 per gross acre
Drainage District 5	\$816.00 per gross acre
Drainage District 7	\$749.00 per gross acre
Drainage District 9	\$870.00 per gross acre
Water Reimbursement Fees	
All Streets	\$25.00 per frontage ft.
Beach Blvd.	\$30.00 per frontage ft.
Traffic Impact Fees	
Low Density Residential	\$880.00 per dwelling unit
Medium Density Residential	\$580.00 per dwelling unit
High Density Residential	\$540.00 per dwelling unit
Commercial General	\$2,780.00 per 1,000 sq. ft.
Commercial Special: Office	\$1,850.00 per 1,000 sq. ft.
Commercial Special: Storage	\$370.00 per 1,000 sq. ft.
Industrial	\$370.00 per 1,000 sq. ft.
Subdivision Fees	
Final Parcel Map Check	\$3,745.00 per map
Final Tract Map Check	\$3,750.00 per map
(over 4 parcels)	\$35.00 per parcel
Lot Line Adjustment	\$1,195.00
(plus recording fees)	
"Hold As One" Agreement Review	\$680.00



Description	Fee
Compliance Review/Certificate of Compliance	\$1,610.00
Street Vacation/ROW Easement Review	\$3,758.00
Park-In-Lieu Fees	Determined by formula. See park-in-lieu fee handout
Backflow Device Plan Check / Inspection	\$75.00 per device
On-site Repair Construction Inspection	\$50.00 minimum
(cross gutter)	\$0.19 per sq. ft.
(curb & gutter)	\$0.19 per linear ft.
(pavement)	\$0.04 per sq. ft.
(sidewalk)	\$0.06 per sq. ft.
Site Remediation Service	\$695.00 per site
Street Vacation/ROW Easement Review	\$3,758.00
Plan Revision Checking	\$97.00 per hour
Well Capping Permit	\$460.00 per permit
Monitor Well Annual Inspection	\$540.00 per permit
(Cash bond)	\$1,000
Water Flow Test	\$130.00 per test
Meter Installation Service	
1" meter	\$2,485.00
2" meter	\$3,365.00
3" meter	\$5,540.00
4" meter	\$6,335.00
6" meter	\$8,655.00
Meter testing service	
Fast running	--
All other	\$145.00
Hydrant Meter Rental Service	
(per account)	\$85.00
(Deposit)	\$1,000.00
(If hydrant needs to be moved)	\$30.00 per move
(Construction Water)	\$10.00 per residential unit
Fire Service Installation	
4" meter	\$4,630.00
6" meter	\$4,870.00
8" meter	\$5,360.00
Water Turn On/Off Service	
(Each re-opened account)	\$25.00
(Same day service)	\$10.00 additional
(Lock-off for non-payment)	\$75.00
(Each delinquent notice sent)	\$10.00 per notice
(Tagging)	\$10.00

Description	Fee
New Water Account Setup	
(with turn-on)	\$30.00
(without turn-on)	\$10.00
(Same day service)	\$10.00 additional
Encroachment Review/Inspection	\$25
Sidewalks, Driveways, Cross Gutter, Trenching, and Pavement	\$0.55 per sq. ft.
Utility Inspection	\$25 per permit plus \$135 if less than 100 ft. Annual fee: \$165
Public Works	
Large Tree Planting	No Fee, provide materials for larger trees.
Vacant Lot Clearing Services	Contractor's bill to City + 25% overhead